

DECEMBER 19TH, 2019
CONTINUATION OF PLANNING BOARD
HOTEL APPLICATION

Public Meeting
Town of Rockport, Maine
Planning Board Agenda
Thursday, December 19, 2019
5:30 p.m. @ Rockport Opera House
6 Central Street, Rockport Maine

Agenda:

Item# 1 Consideration of a pre- application submitted by Maegan Foley for the property currently under a purchase and sales agreement located at 34 Mount Pleasant Street Map 25 Lot 01-01 (902 district) to operate a Family Childcare.

Item #2 Consideration of a pre-application submitted by Tracie Reed representing Doug Laliberte and Dwight Stanley for the property currently under a purchase and sales agreement located at 309 Commercial Street Map 20 Lot 95 (907 district) to install a dentist office.

Item # 3 Consideration of a preapplication from Lincoln Erhard (Northern Pride Communications Inc.) responsible for proposed modifications to the telecommunication tower located on the property of Charles and Joan Foote which is located at 8 Rockport Park Center Map 014 Lot 041 (907 District) to extend the existing tower height from 100 feet to 112 feet.

Item # 4 Consideration of a subdivision pre-application submitted by Tom Fowles representing Goose River Holdings LLC located at 50 Park Street Map 35 Lot 69 (908 district) to create a 3-lot subdivision.

Item#5 Continuation of an application review submitted by Gartley & Dorsky for the property owned by 20 Central Street LLC located at 20 Central Street, Map 029 Lot 293 (913 district) to construct a new 35-room hotel.

Item # 4: Consideration of the Meeting Minutes

Item # 5 Adjournment

Gartley & Dorsky
ENGINEERING SURVEYING

December 11, 2019

Town of Rockport Planning Board
101 Main Street
Rockport, ME 04856

**RE: Requested Supplemental Information
Rockport Harbor Hotel
20 Central Street, Rockport**

Project No. 2018-123

Dear Planning Board:

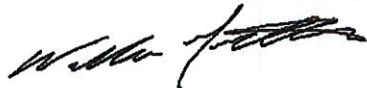
On behalf of 20 Central Street LLC, we write to provide additional information in support of the Site Plan Application. At the meeting on November 21, 2019, the following items were discussed and determined to require follow up or additional information.

1. Sanitary – 20 Central Street LLC will follow up with the Town regarding an easement for the existing sanitary line and to ensure that the existing system has adequate capacity to handle the proposed usage. We request that the Planning Board make any potential approval of the site plan: “contingent upon satisfying the Wastewater Commissioners with regards to sanitary capacity for the proposed Rockport Harbor Hotel and Restaurants.”
2. Traffic – See attached letter from 20 Central Street LLC, regarding their parking proposal along with a copy of the “Village Parking Survey – Inventory and Recommendation” dated August 1, 2009, updated November 2, 2009 by Tom Ford, Town of Rockport.
3. Erosion to abutting property – Based on a meeting with Taylor Allen and Sam Temple of Rockport Marine (Fish & Ships LLC) a note has been added to the Site Plan C1 to modify the condition around an existing catch basin to ensure that stormwater from the parking area enters this basin and does not flow onto the abutting property.

We look forward to reviewing this information with you at the upcoming meeting on December 19, 2019.

Sincerely,

Gartley & Dorsky, Engineering & Surveying Inc.



William B. Gartley, P.E.
President

Encl.

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20 Central Street, LLC, Rockport Harbor Hotel

Parking compliance for Site Plan Review

December 11, 2019

Meeting Hotel Customer Parking Expectations

As the owner and operator of three in-town hotels in Camden we know how important being able to provide safe, convenient parking is for our guests. To fulfill the parking needs of our guests and staff we will be utilizing our 52 private parking spaces, off-site valet parking as well as shuttle service.

Pro-Actively Providing Additional Parking

The downtown revitalization initiated by Leucadia Corporation and continued by Rockport Harbor Hotel provides more than 50 private on-site parking spaces. While 28 of these private spaces were allocated for the development of the Shepherd building in 2009 the other 24 private spaces (constructed in 2012) were built specifically to support future development on the lot that the Rockport Harbor Hotel will occupy. As was stated by civil engineer Mike Sabatini during his 2012 presentation on the parking lot expansion:

"there's this empty lot that is owned by Leucadia that would like to have a building on it.... We've expanded the parking lot all we can on the private side, so the public discussion about parking in the village can be a constructive one."

As intended by the 2012 Site Plan approval for the parking lot expansion these 24 spaces will be allocated to the Rockport Harbor Hotel development.

Downtown District Parking Constraints

Due to large lot sizes new commercial buildings on Route 1 or 90 can easily provide on-site private parking that meets the land use ordinance. In contrast, development in downtown Rockport is highly constrained by existing structures and limited lot sizes making it impossible to provide private on-site parking in most cases. These constraints are consistent with most "downtowns" and similarly these businesses end up relying almost solely on public parking spaces to fulfill their customer needs.

Historic Parking Deviations for Downtown District

Historically, the Planning Board and Code Enforcement Officer have granted deviations to waive most or all the off-street private parking requirements in support of fostering a vibrant downtown. As previously stated by a past planning board chair Kerry Leichtman in 2012 when the planning board waived all parking requirements for the Union Hall building:

"The parking requirements are recommendations. They're not standards and it even says that we have the authority to do with it as we want."

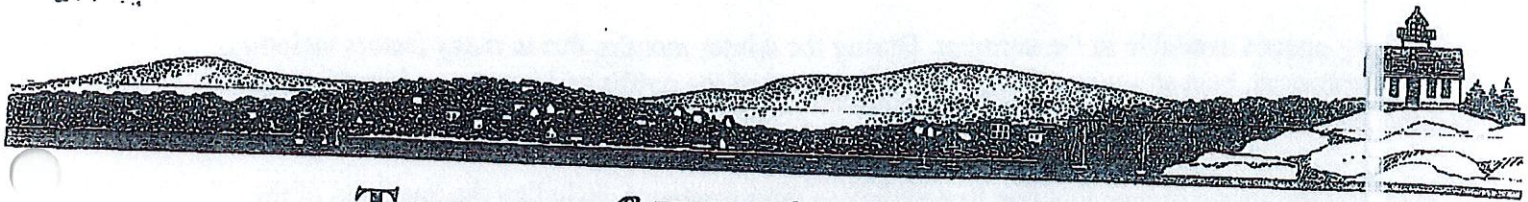
Land Use Ordinance Table 803.1.2 *"The Planning Board may, at its sole discretion, increase or decrease the above parking requirements depending upon applicant circumstances."*

Some examples of the Planning Board or Code Enforcement Officer using their discretion to completely or partially waiving the Land Use Ordinance parking requirements for the downtown district are shown in the table below:

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Office of Planning and Community Development

To Town Manager and Select Board
From: Tom Ford
Subj.: Village Parking Survey – Inventory and Recommendations
Date August 1, 2009, updated November 2, 2009

Task: This task involved conducting an inventory of public parking spaces in the Rockport Downtown and Harbor Village Districts within walking distance of the Opera House and to assess the public parking capacity of this area of Rockport. The initial inventory was followed by periodic windshield surveys of the parking areas. Based on that assessment, recommendations have been developed to better utilize this resource for the benefit of Rockport's residents and businesses.

Methodology: Each node of public parking within 2650 feet of the Opera House was inventoried by Scott Bickford and Tom Ford. The results of this survey are included on the attached village parking survey and labeled on the attached aerial photograph. Any unusual features of development are noted on the survey. This information was reviewed by Tom Ford, Mark Kelley, Steve Beveridge, and Abbie Leonard. With input from the Department heads, a series of recommendations have been developed to maximize the use of current parking resources and provide improved parking capabilities in the years ahead.

Inventory: We defined a node of public parking as an area with five or more public parking spaces within 2650 ft. of the Opera House. We inventoried each node of public parking and noted any unusual characteristics of the site. We then measured the approximate distance to the Opera House and calculated the average time to walk that distance.

Our inventory identified 348 public parking spaces within 2650 feet of the Opera House. In addition to public parking spaces, private parking is also located in this area, most notably the parking lot behind Central Street attached to the Shepherd Block which is currently owned by Glen Cove TND LLC. It was also interesting to note that 101 of the 348 total parking spaces are located within a six minute walk of the Opera House. During the course of this study, parking capacity was increased in the Main Street area and the Harbor Park area as the result of improvement by Public Works.

Analysis: Although the project identified a total of 348 public parking spaces within 2650 feet of the Rockport Opera House, it should be noted that this figure represents the maximum number of

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adjacent to the launch site. A fee schedule should be established for day long or overnight parking.

5. **Satellite Parking for Large Events:** The Planning Office should ensure that the permitting for large events such as a boat launching includes organizer arrangements for satellite parking at venues such as the Town Office parking lot.
6. **Parking Expansion Adjacent to the Library:** Additional parking spaces should be designed and constructed adjacent to the Village Green to better accommodate library patrons. A secure parking site should be obtained for library employees.
7. **Time Limits on Parking:** With the anticipated increase of commercial activity in the downtown area, it is appropriate to revisit the subject of time limits for parking and the reintroduction of fines for violators of parking time limitations. There is currently no regular enforcement of parking regulations.
8. **Continue a Windshield Survey of Parking Use Over the Next Year:** As economic activity in the village increases over the next year, it will become increasingly important to monitor the adequacy of the parking so that the business community is adequately served.
9. **Yellow Restricted Parking Lines:** In the spring of 2010 non parking areas should be prominently striped with yellow paint to reinforce to the driving public that parking is not allowed in the restricted yellow area. The yellow lines to be double width striped and painted twice a year for further reinforcement.
10. **Private Parking Lots :** Privately owned parking lots such as the Leucadia lot below Mary Lea Park, and the Pen Bay Ice lot, across from Graffam Seafood, could, with the owners' permission, be better utilized by the organizers of large events.

Final Thoughts: Public parking has been adequate for the normal flow of commerce during the spring and summer of 2009. Large events such as '*Pop the Cork*' have stretched the existing capacity of parking resources in the Downtown District. With the revitalization of the downtown area including the possible creation of a new TIF district and substantial improvements to the Harbor Park infrastructure, it is anticipated that adequate parking will be more critical in the summer of 2010. In anticipation of this increased economic activity it would be prudent to use the upcoming fall and winter seasons to continue to monitor parking in the village area and to systemically work on the recommendations outlined above.

Attached

- **Village Parking Survey:** A spreadsheet which identifies parking nodes and related data.
- **Google Earth Overview:** An aerial photograph of the of the Village showing parking nodes.



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**Town of Rockport Planning Board
Meeting Minutes
Thursday, December 19, 2019 – 5:30 p.m.**

Geoffrey C. Parker Community Meeting Room
Rockport Opera House
Meeting Televised on Channel 22
Streamed on Livestream.com

Board Present: Chair Joe Sternowski, ,Clark Doran, Louis Laquaglia, Thomas Laurent, James Ostheimer, Ted Skowronski, and John Viehman, Victoria Condon(Alt.)

Board Absent: None

Staff Present: Planner and Community Development Director William Najpauer, Videographer Bruce Hilsmeier, and Recording Secretary Deborah Sealey

Chair Sternowski called the meeting to order at 5:30 p.m.

Item# 1. Consideration of a pre- application submitted by Maegan Foley for the property currently under a purchase and sales agreement located at 34 Mount Pleasant Street Map 25 Lot 01-01 (902 district) to operate a Family Childcare.

Maegan Foley was not present and the board agreed to hear the final site plan at the next meeting.

Item #2. Doug Laliberte and Dwight Stanley – 309 Commercial Street – Pre-Application Review of Plan to Install a Dentist’s Office in the 907 District– Map 20, Lots 95:

Applicants Dr. Doug Laliberte and Dr. Dwight Stanley were accompanied by architect Tracie Reed. Both dentists have currently existing dental offices in Rockport. They wish to relocate to 309 Commercial St. and have a Purchase and Sales Agreement for that property. Ms. Reed said the exterior of the building would not be altered. The current use of the building is as a café that operates 7 days a week while the dental practices would operate only Monday through Thursday, resulting in reduced traffic to the site. 21 parking spaces are on site and there will be no changes to traffic patterns or electric.

The doctors will see 42 patients per day and discharge 450 gallons of water per day, considerably less than the current use. In response to Chair Sternowski's question about water usage, Ms. Reed said the practice would use 150,000 gallons per year. The Chair asked them to provide data to support this figure.

Ms. Reed stated that the dentists's office would discharge 150 gallons per day, which would be 150,000 per year. After some quick calculations by the board, it appeared these numbers did not add up when operating 4 days per week, 52 weeks per year.

Chair Sternowski asked that the applicant provide usage data to the planning board. Viehman suggested that 150 gallons per day x 4 days per week x 52 weeks per year would be 450,000 gallons per year.

Planner Najpauer said the applicants were requesting that their application not require a Site Plan review.

MOTION: John Viehman made a motion, seconded by Jim Ostheimer, that the application as presents does not meet the threshold for applicability for Site Plan Review in terms of higher intensity of use, such as higher traffic generation and impact on services, environment, and surrounding neighbors. As a condition, applicants must provide information to show water usage will be lower than that of the current occupant.

Carried 7-0-0

Item # 3 Consideration of a preapplication from Lincoln Erhard (Northern Pride Communications Inc.) responsible for proposed modifications to the telecommunication tower located on the property of Charles and Joan Foote which is located at 8 Rockport Park Center Map 014 Lot 041 (907 District) to extend the existing tower height from 100 feet to 112 feet.

The applicant was absent at this meeting, but the Board agreed to review the final site plan at the next Board meeting.

Item #4. Goose River Holdings, LLC – 50 Park Street – Pre-Application Review of Plan to Create a 3-Lot Subdivision in the 908 District – Map 35, Lot 69:

Engineer Tom Fowler, surveyor Mark Ingraham, and Gerald from Lorraine Construction appeared before the PB. Mr. Fowler said the proposal was for a 3-lot residential subdivision. He said each lot exceeded the minimum 130,000 sq. ft. and minimum frontage of 150' for the 908 (Rural) district. The property, broken off from the Goose River Golf Course, slopes down from Park St. to the Goose River. Each lot will have its own access to Park St, with private wells and septic systems. Mr. Fowler stated his belief that no state or federal permitting would be required for the development. The

most southwesterly lot was now under construction for a single-family home, while the other two wooded lots were slated for future single-family residential development. Clearing would be done to open up views. Planner Najpauer said the project would go right to Final Plan at the next meeting since it was a minor subdivision.

John Viehman expressed concern about erosion if significant tree clearing took place. The applicant stated that clearing would be done to allow construction on the property and to provide a view. Tom Fowler concurred that tree clearing would be regulated by the Code Enforcement Officer.

Alternate Member Seating: Prior to the start of Agenda Item C, Chair Sternowski asked Board member Jim Ostheimer to step down for this review since he was not present for the review on the same application last month. Alternate Victoria Condon, who had participated in the initial review of the 20 Central Street LLC application, during the previous month, was seated as a voting member.

Item #5. 20 Central Street, LLC – 20 Central Street – Continuation of Review of Site Plan Application to Construct a New 35-Room Hotel in the 913 District – Map 029 Lot 293:

Engineer Will Gartley, owner Stuart Smith, Attorney Mark Coursey, and Matthew Levin, who oversees the Smiths' hotels in Camden, represented the applicant before the PB.

Mr. Gartley updated the PB on information they had requested at the last meeting. He had talked with Public Works Director Mike Young and Planner Bill Najpauer regarding the capacity of the pump station at the bottom of the hill. It would take some time to work through that, but the applicant agreed that they would do what was necessary to make sure the town was satisfied with the capacity of the sewer system. Stuart Smith had submitted a letter (dated 12/11/19) addressing parking.

At the last PB meeting, Fish & Chips, just down the hill, had questioned some erosion and Mr. Gartley said they had located it and found that runoff did not go into the catch basin, and thus caused the erosion. The engineer said re-grading should redirect the water to the catch basin, solving the problem.

Mr. Gartley read his 12/19/19 letter to the Board clarifying his client's position regarding parking in Rockport's downtown district. Matthew Levin explained the valet parking system the hotel would employ, as it had for four years at 16 Bayview and Grand Harbor Inn in Camden. There would be 2 bellmen on duty during peak check-in and check-out times. Guests' vehicles would be parked offsite at Hoboken Gardens (310 Commercial Street, Rockport) and/or Maine Sport Outfitters (115 Commercial Street, Rockport). They would use courtesy shuttles for guests and electric scooters for their employees to accomplish this. Mr. Levin described that all guests would be informed

with confirmation of their reservation that directs arrivals to the rear of the building. All staff would also use the satellite parking lots for their personal vehicles.

The hotel would offer complimentary parking for Nina June and 18 Central restaurants. Mr. Gartley said Union Hall had been allowed with no parking, with a waiver from the PB, and the Shepherd Block had been approved with just 28 spaces. Later spaces had been added without designation. He said there were lots of uses going on, including overlaps. Chair Sternowski concurred that a parking waiver had been granted to Union Hall on 8/8/12.

Comments from the Public at 7:00 p.m.

John Priestley distributed copies of a letter he had written to the board.

John Priestley, 71 Main St., said Mr. Gartley's 12/11/19 letter contained inaccuracies. There would be 49 private parking spaces for the Shepherd Building and 24 private spaces built specifically for future development (this hotel).

Engineer Michael Sabatini (formerly with Leucadia Corp.) told Mr. Priestley these 24 spaces were intended for use by all entities along Central St., including all empty lots. A Town study had concluded there was a total of 348 spaces, but no count of the possible users. Mr. Priestley said that the lot was occupied by boats and docks in the winter, rendering unusable the spaces owned by the Town. He then quoted from the 2004 Comprehensive Plan and the Land Use Ordinance performance standards. He said the applicant proposed conditions that would reduce off-street parking to a deficit of 186 spaces. Mr. Priestley continued in this vein by reading an undated letter from 12 people who opposed the hotel development on grounds of inadequate public parking.

Taylor Allen, an owner of Rockport Marine, said he was in favor of the project.

Martha White, who owns a house directly across Sandy's Way at the back entrance to the proposed hotel, said she supported the project. She felt the Smiths had shown in Camden that they did things right and made things right for the abutters and the town. She only had concerns about delivery vehicles for the restaurant.

Peter Ralston, 42 Camden St., lives across from the proposed hotel and stated he and his wife were 101% for the project. He said parking had been an issue for the town for years and he welcomed the opportunity to work with the developers to find a solution. Mr. Ralston felt this project would be a terrific, vital addition to the town, bringing vitality to the village.

John Priestley said waivers granted in the past were portrayed by the applicant as a precedent. However, all those buildings had been existing, but this was a new building.

Kerry Leichtman, West Rockport, was the Town Assessor and 14-year chair of the Planning Board. He said past boards could not apply the ordinance parking regulations to applications. In group discussions of what the town needed, it was felt a hotel was needed because it would help shops and residents. He said there was parking, but an effort needed to be made with town officials for signage and lighting. There are too many empty buildings and the town needs a kick-start to bring people in. Mr. Viehman asked Mr. Leichtman, in his role as Assessor, what the current climate for business was. He responded that there was not a lot of retail going on. Mr. Leichtman said Rockport needed commerce to come and stay.

Kristin Collins, attorney for Kimberly & Rex Rehmyer, who live 526 feet from the hotel, said the ordinance was clear that parking had to be off-street. The Board of Appeals needs to evaluate the shared parking. She added that there was no incentive for people to use the valet service; rather they would find the closest space they could. The use of valet parking must be mandated for all hotel guests. Ms. Collins concluded by saying the ordinance may not be able to handle this.

Kim Graffam, who grew up in Rockport, said this was once a vibrant area and she was thrilled to see all the development here now. She did not think parking would be a problem and was very supportive of this project.

Richard Remsen, Chair of the Rockport Ordinance Review Committee, said Rockport used to be a ghost town. Looked at what other towns did to revitalize and many eliminated parking in the downtown. The hotel was a good, solid project.

Steve White, 7 Summer St., said his opposition to the hotel project had to do with parking. If the entrance is on Central St., we will need big signs to direct people to the back. He is worried about accessibility and safety for children and old people. The sidewalks are unsafe at night and unsafe to walk in the street. He submitted photos of Central St. at night in December, when there was a lot of activity. His concerns: Increased delays on Central St., kids being hit by cars, made him question the Town's ability to defend using Summer St. to by-pass downtown. He would like to see a profitable new business in town only if it caused something to be done about the parking issue.

Jessica Vessey, owner of the 18 Central restaurant, said we all could always use more businesses because they employ local people. She thought the hotel would be good for her business and others. Winston Whitney, 30 Main St., said parking was his concern. The library was not open, yet the street was just packed. Congestion was going to be a real problem and he questioned how effective valet parking would be.

James [no last name], who works for John Priestley, said the pipeline to the parking could be removed at any time because it was privately owned and could be sold or modified. Everybody realizes parking is going to be a problem.

Steve Smith (a member of the Rockport ORC) said the town had made the decision in the 2004 Comprehensive Plan to encourage revitalizing the downtown businesses. But a lot of people did not like change. Parking had killed historic development of downtown districts. As a result, towns had to relax the parking ordinance. Stuart Smith said businesses were market-driven, not based on parking. The hotel owners would have to make the parking work, or they would go out of business. People had to be reasonable and let the market decide what is going to survive in Rockport's village.

Steve White asked if this could be the opportunity for the town to work together to solve this infrastructure problem.

Kristin Collins said Camden had no parking standards downtown and businesses/hotels made provisions for shuttles and valet parking. She suggested Rockport should make an ordinance change. She added that the PB should be careful what they said in pre-application meetings because it can taint the process.

Public Comment was closed at 7:53 p.m.

Attorney Coursey quoted the ordinance as saying the intent was to let the PB adjust the parking because otherwise there could be no development.

Stuart Smith said he had responded to John Priestley's published letter, which was half true and half supposition. He read aloud an additional undated letter from Mr. Priestley to an undisclosed number of people, trying to drum up co-signees for the letter submitted to the newspaper. The applicant said none of the existing buildings complied with the parking ordinance. He said it was not his company's way to gate things off because they ran a friendly operation. He concluded that the hotel will be a fine operation and they would provide plenty of parking.

Stuart Smith stated that when he suggested shared parking, "I'm not talking about shared parking as it is defined in the ordinance. I'm talking about 52 spaces, and I don't care who uses those spaces, referring to the public."

Chair Sternowski said the 35 rooms of the hotel required 37 spaces, and the two restaurants required 28 spaces, for a total of 65 spaces.

FINDING: John Viehman made a motion, seconded by Ted Skowronski, to establish as a Finding of Fact that this project has a requirement of 65 spaces to support the hotel and restaurant operations.

Carried 7-0-0

FINDING: John Viehman made a motion, seconded by Louis Laquaglia, to establish as a Finding of Fact that on 8/8/12 the Planning Board voted and waived parking requirements for Union Hall.

Carried 7-0-0

FINDING: John Viehman made a motion, seconded by Louis Laquaglia, to establish as a Finding of Fact that on 6/1/12 the Planning Board and Zoning Board of Appeals allocated 28 parking spaces for the use of the Shepherd Block in the private off-street parking behind the building.

Carried 7-0-0

Chair Sternowski said there will be 51 spaces in the parking lot after construction, with 28 allocated for the Shepherd Block, leaving 23 spaces available for public use. Chair Sternowski said there was a lot of interest in how the property was developed. The PB had the authority to lower the number of off-site parking spaces, which had previously been used to waive or reduce parking. If the PB made changes, it was its responsibility to see how the need would be met. He said the town had the responsibility to work with businesses in the villages.

Chair Sternowski said the 2009 parking survey for the town said there were 348 spaces, but this needed to be updated for accuracy. Stuart Smith said they were not talking about those spaces because they would use their own spaces. Chair Sternowski said the Town and businesses needed to look at this because he felt there was not enough land in the village to provide the parking required by the Land Use Ordinance. However, this project was governed by the current LUO.

Mr. Skowronski said the off-site parking offered by the hotel would offset the shortfall. Mr. Doran said the hotel technically did not meet ordinance requirements. Mr. Gartley said they could lease the 42 spaces the PB said they were short. Stuart Smith noted that a lot of the spaces were turnover spaces and there was no overnight parking in the winter. Chair Sternowski said satellite parking was the obvious solution. Stuart Smith felt the PB should waive the requirements for parking if there were no spaces to acquire. There was further discussion of this nature.

MOTION: Victoria Condon made a motion, seconded by Ted Skowronski, to require 20 Central Street, LLC, to go to the ZBA to obtain approval for off-street parking of 34 spaces under the same ownership, or leased, a Condition of Approval.

Carried 7-0-0

Chair Sternowski moved on to the design of the building and whether it was compatible with the neighborhood, which he felt was a somewhat subjective issue. He had received a lot of comments, mostly about the balconies, and asked the applicant if he would consider making changes based on the comments heard. Stuart Smith said they were open to that, but asked the PB to consider the origin of many of the comments, which came from one individual who had failed to win the architectural contract. Stuart Smith said most of the comments he had heard concerned the balconies on the front of the building and the architect thought he might put back the lintels and make the center balconies smaller. Chair Sternowski asked the applicant to submit revised drawings.

MOTION: Louis Laquaglia made a motion, seconded by Clark Doran, for a continuance for the project of 20 Central Street, LLC, in support of their proposal to construct a hotel at 20 Central Street. In Rockport, Maine.

Carried 7-0-0

Stuart Smith suggested the Board members come to the Bayview Hotel to see how the valet parking worked. Chair Sternowski said they could consider doing this in daylight, perhaps at noon on the day of the next meeting. Planner Najpauer asked if he could put the applications of Maegan Foley and Northern Pride Communications, Inc. on the next agenda as regular applications.

MOTION: Tom Laurent made a motion, seconded by Louis Laquaglia, to accept the pre-applications of Maegan Foley and Northern Pride Communications, Inc., and review the final applications at the next meeting.

Carried 7-0-0

Item # 6: Consideration of the Meeting Minutes

No minutes were presented to be considered

Item #7. Adjournment

MOTION: John Viehman made a motion, seconded by Louis Laquaglia, to adjourn at 9:35 p.m.

Carried 7-0-0

Respectfully submitted,

Deborah Sealy, Recording Secretary